

Approved For Release 2003/04/29 : CIA-RDP84-00780R005100070011-9  
MEMORANDUM FOR: Mr. Colby

Herewith another draft - Howard Osborn has seen it.

Sufficient copies are attached to cover addressees and distribution to D/NIPE, GC, IG, LC, D/ONE, PPB and Cable Secretary.

We kept the security level at CONFIDENTIAL but raising it to SECRET might be a point to be covered when you talk this over with the Deputies.

  
John W. Coffey

(DATE)

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20 JAN 1972

STAT

3/16/72

INFO NOTED AT  
N.M. 3/15/72  
D

Memo for the Record

[redacted] returned to me the unsigned memo about Classified Bulletin boards. He said that the Ex Dir - Compt has decided that it would not be appropriate to post some issues of "FYI - allegations and answers" on a bulletin board. Hence, he is not so keen about this suggestion.

Ben suggested that this might become a part of the DD/S proposal for expanding the Employee Bulletin Concept.

In any event, we should hold this for later development.

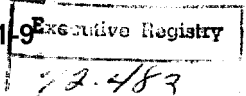
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UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	<i>EO/DDS</i>				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<i>Please give me a call.</i>					
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>		RETURN TO SENDER			
		ADDRESS AND PHONE NO.		DATE	
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>		<i>EXDID</i>		<i>15 Mar</i>	
		CONFIDENTIAL		SECRET	

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**CONFIDENTIAL**



DD/S 72-0194

*Bledt*

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support

SUBJECT : Classified Bulletin Boards

1. As an additional step toward improving communications of official matters to our employees the use of classified bulletin boards in the Headquarters area is approved. Material such as Employee Bulletins, pertinent regulation changes, etc., appropriate for all employee attention could be posted on these boards.

2. The placement and control of bulletin boards will be governed by the following:

a. Material posted will be classified no higher than CONFIDENTIAL.

b. Office Directors and equivalent officials will approve in advance each item to be posted. Reasonable discretion will be exercised regarding the sensitivity of material used.

c. Bulletin boards will be placed so that they are subject to visual control by designated individuals within each component concerned. Visitor access to posted materials will be appropriately limited.

**CONFIDENTIAL**

**CONFIDENTIAL**

d. All boards will be portable so they may be stored securely at any time when the office area is not covered by assigned personnel.

3. The Director of Security will be responsible for approving bulletin board locations. This responsibility may be delegated to component security officers.

4. The Director of Logistics is assembling information concerning types of bulletin boards and recommended methods of installation.

W. E. Colby  
Executive Director-Comptroller

**CONFIDENTIAL**

~~CONFIDENTIAL~~

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W. E. Colby  
Executive Director-Comptroller

DD/S:JWC:llc (19 January 1972)

Distribution:

- O - DD/I
- 1 - DD/P
- 1 - DD/S&T
- 1 - DD/S
- 1 - D/NIPE
- 1 - GC
- 1 - IG
- 1 - LC
- 1 - D/ONE
- 1 PPB
- 1 - Cable Sec
- 1 - ER
- 1 - DD/S Chrono
- 1 - DD/S Subject

~~CONFIDENTIAL~~

Offices & Divisions are  
large in numbers &  
diverse in geography  
Single board would be  
only partially effective

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Too little is classified  
below Secret

MEMORANDUM FOR:

Mr Coffey  
DDS

I spoke to Oz on this  
Could you improve  
on this memo +  
check it with him?

E)

STAT

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

Mr. Colby:

Shouldn't this also be addressed to the Heads of  
Independent Offices -- General Counsel, IG, D/ONE  
and Legislative Counsel? Assume they'd each have  
a bulletin board.

What about O/DCI components? Will there be  
one board somewhere? That really wouldn't be  
too accessible to such scattered groups as Cable  
Sec, OPPB, NIPE, Historical Staff. But, to put  
boards in each would go below the Office/Division  
level?????

Barbara



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D R A F T

WEC:blp (12 Jan 72)

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science & Technology  
Deputy Director for Support

1. As an additional step toward improving communication of official decisions, policies, etc., to our employees, the Director of Security has approved the establishment in each Office/Division <sup>at Headquarters</sup> of a classified bulletin board. This board would be in a place in the Office/Division area which would be accessible to its employees generally and informally. The bulletin board would be used for the posting of material desired to be brought to the attention of all Office/Division employees; for example, Employee Bulletins, changes in regulations, etc. Material <sup>could</sup> ~~can~~ be marked for such posting by senior officers or ~~the~~ <sup>the</sup> could be posted on decision and responsibility of the ~~the~~ <sup>Division</sup> Chief of the Office concerned. The Director of Security's approval is based upon the fact that access to the <sup>headquarters</sup> building is restricted to badge holders who have Security clearances and on the reasonable assumption that all our employees will take reasonable steps to steer visitors and others having no right to such material away from the boards in question.

2. The following restrictions will govern such ~~bullet~~ bulletin boards:

~~CONFIDENTIAL~~

**CONFIDENTIAL**

- a. No material higher than Confidential will be posted on them.
- b. The boards will be in a movable form so that they can be *or otherwise secured* placed in a vault at the end of the working day and replaced at the beginning of the next day.

c. The boards will be in a location *with* ~~where there is some~~ ~~reasonable degree of visibility~~ to the employees of the Office/Division.

d. ~~The~~ The boards will be in a location where a reasonable degree of surveillance can be maintained of them by *specifically* appointed members of the office (e.g., a nearby secretary with an open door, instructed to keep a general eye on the boards).

e. The Chief of the Office/Division will be responsible for approval of the material posted on the board and will be expected to exercise reasonable judgment as to the sensitivity of any material so posted.

W. E. Colby